Accessing the <u>NOAA Business Model</u> E-learning Module via
the NOAA Learning Management System

These instructions are provided as a guide to launch the NOAA Business Model E-learning module.

System Requirements:

- Netscape and Internet Explorer on a PC are the only browser/system combinations supported. Linux and Mac systems may cause a "Not Attempted" or "Incomplete" for the course.

- This module requires Macromedia Flash Player, version 6 or later, to be installed on your computer. You may obtain this free software from http://www.adobe.com.

1. Open your web browser and go to the following URL:
http://e-learning.doc.gov

Click once on the "Log On" button to log on to the Learning Management System.
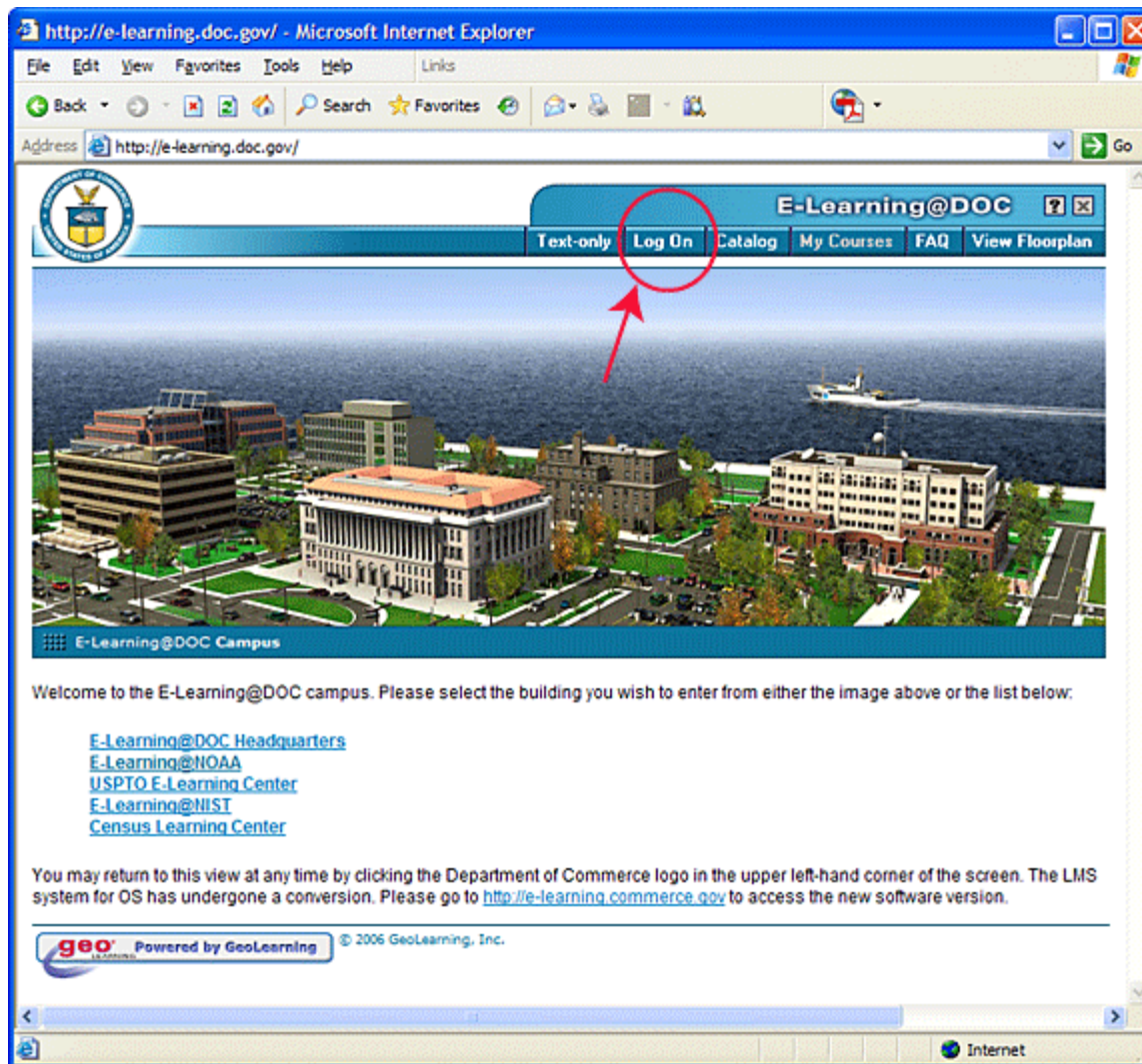
2. Enter your username and password into the pop-up window.

Your username is the first part of you e-mail (without the "@noaa.gov" extension). Example: John.Smith.

If you are a first time user, your password is the same as your username.

If you don't remember your password, select "I forgot my password" and follow the instructions on the screen.

3. Now that you have logged in, you need to a) find and b) register for the course, NOAA Business Model.

a) To find the course, click once on the "Catalog" button.
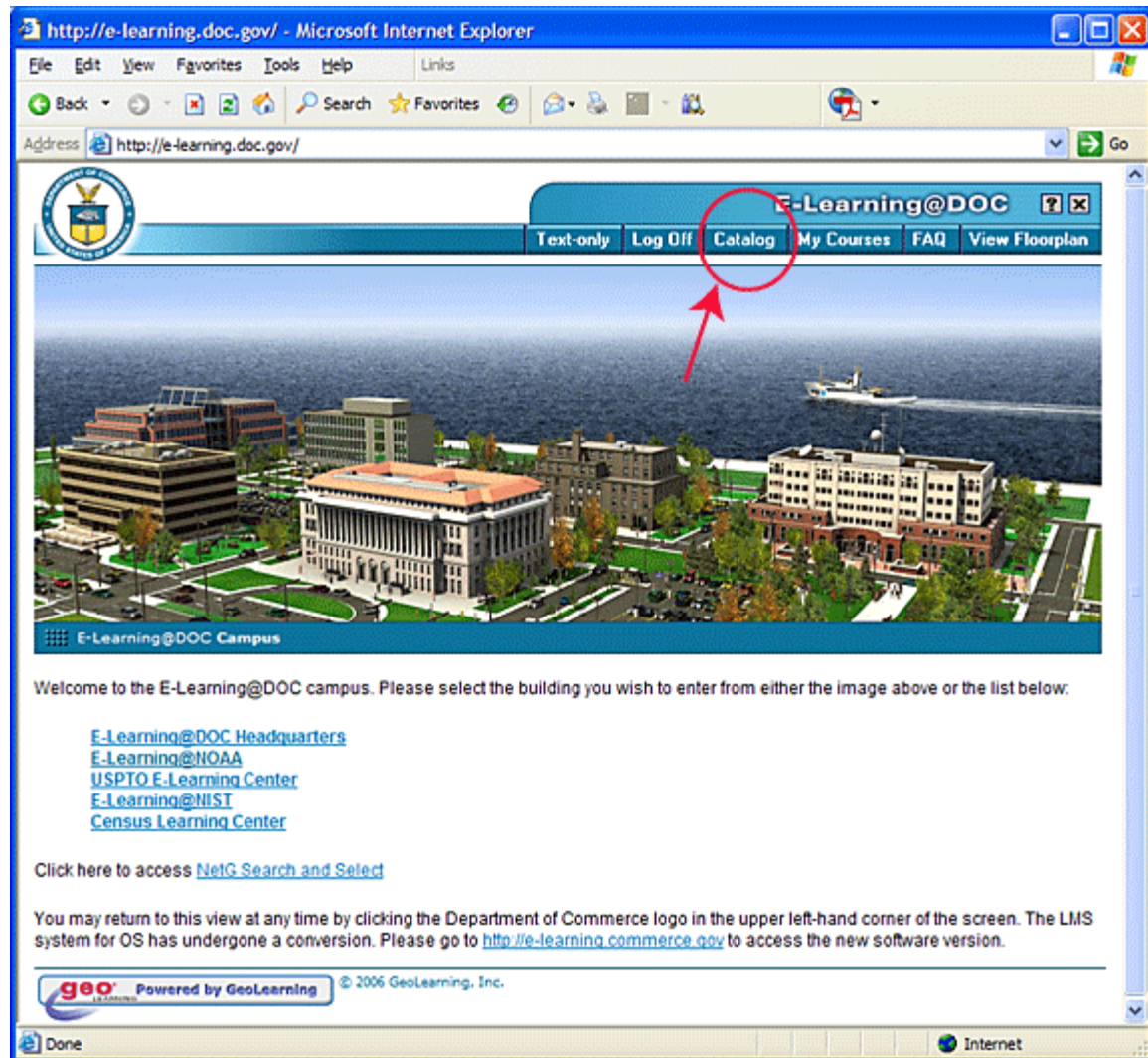
Type "NOAA Business Model" into the text box, then click on search.
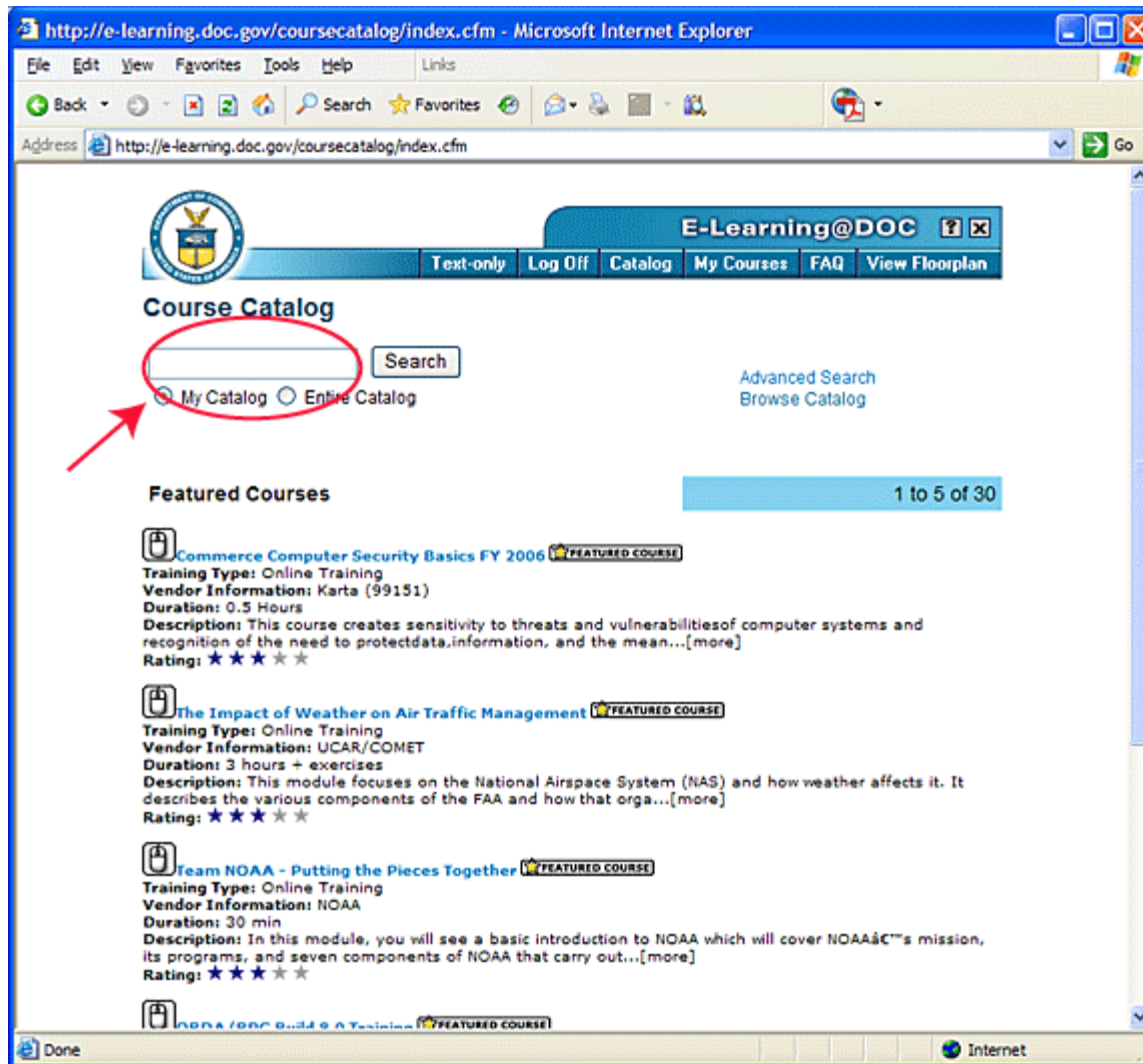
b) Click on the title "NOAA Business Model" to see a full description and get to the registration page.
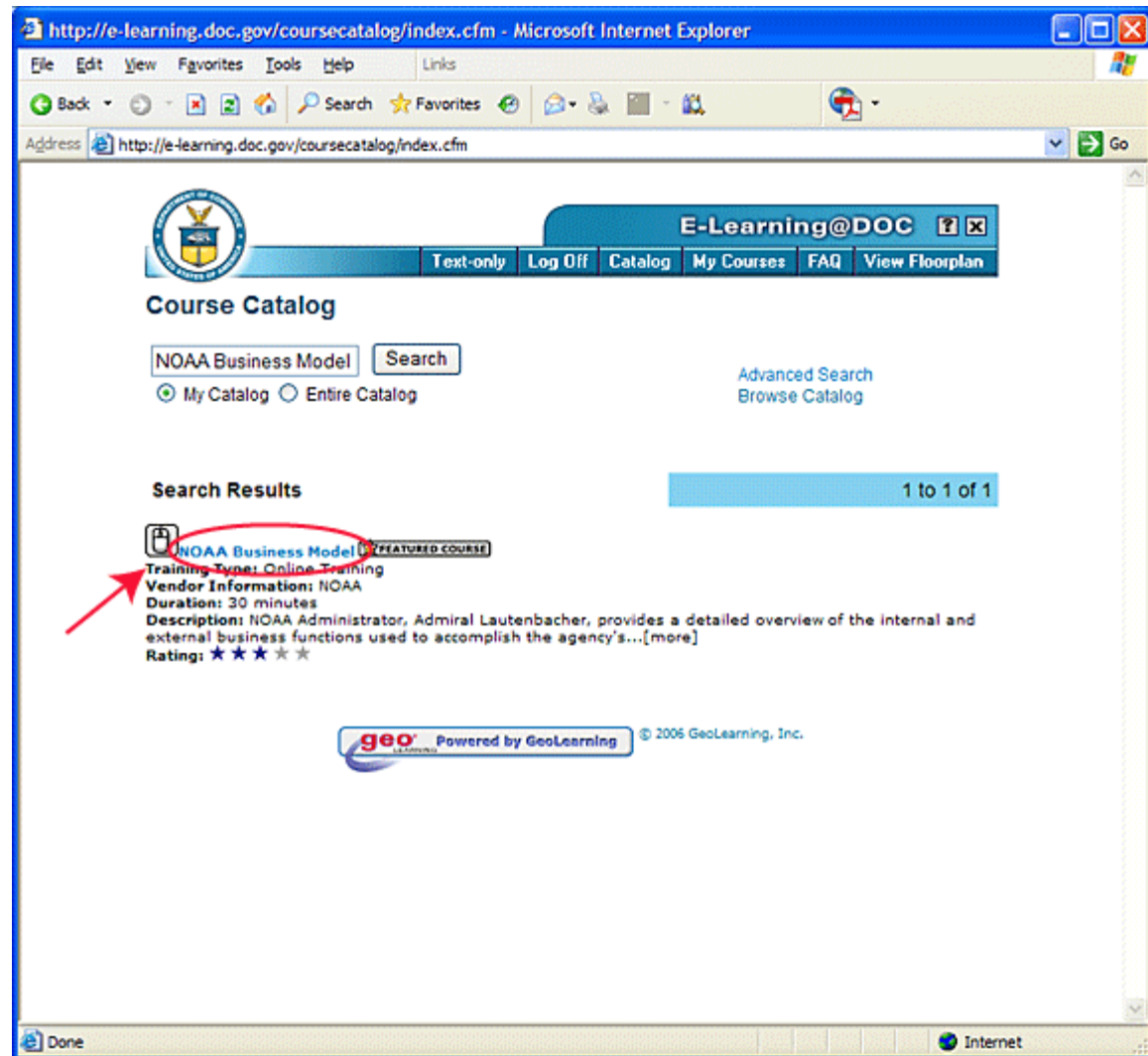
Complete registration by clicking on the "Register" button.

Your registration is complete if you are returned to the catalogue page with a "Registration Successful" message in red above the search box.

When you are ready to take the course, click once on "My Courses"
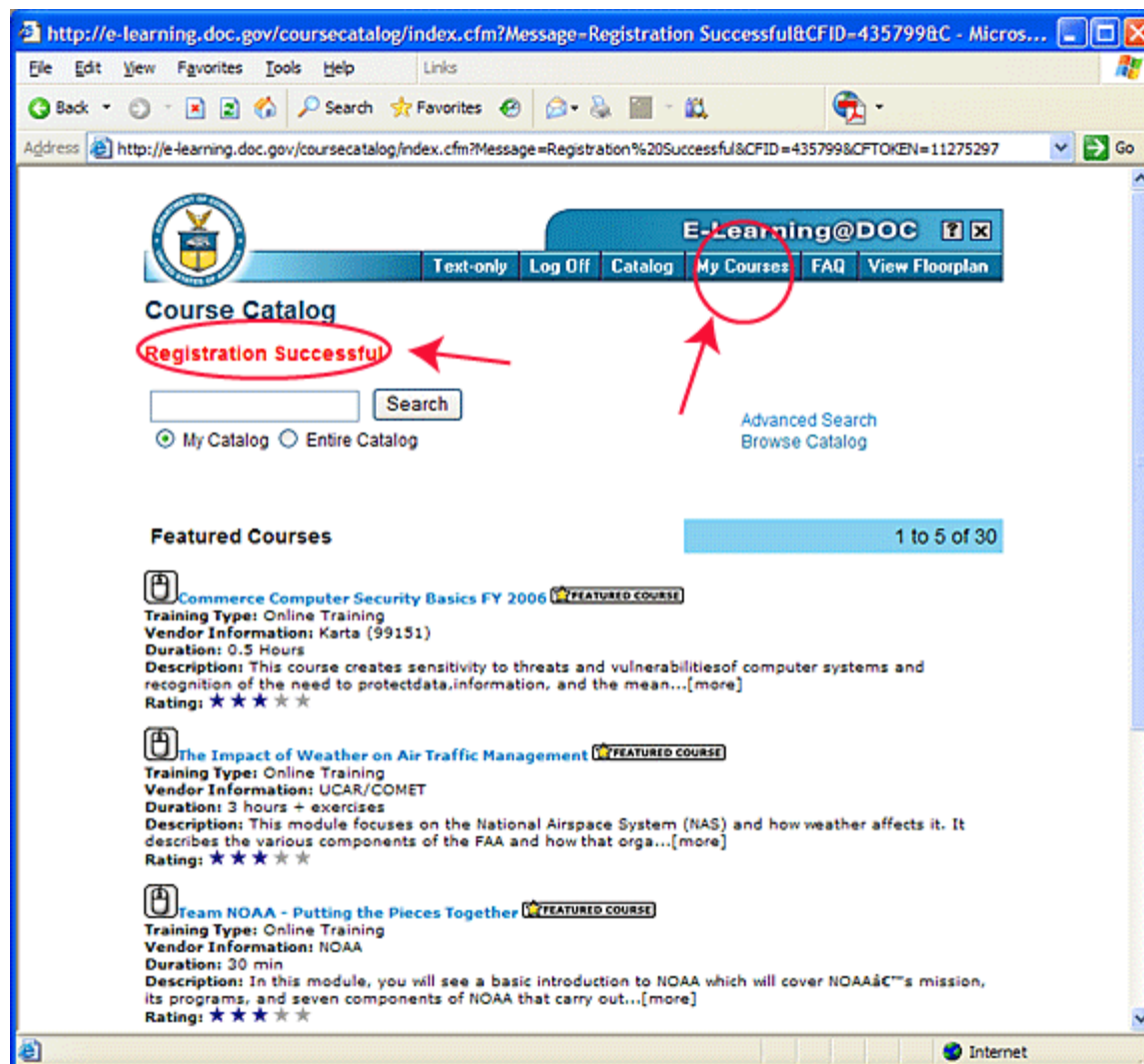
4. You should now see a list of all courses you have registered for.

Click once on "NOAA Business Model" to start the module.

Be sure your browser is set to allow popup windows. Many browsers will alert you that they blocked a popup window and allow you to accept popup windows from a particular address. Contact your computer administrator if you need help getting the screen on the next page to show.

It may take a couple of minutes for a popup window to appear.
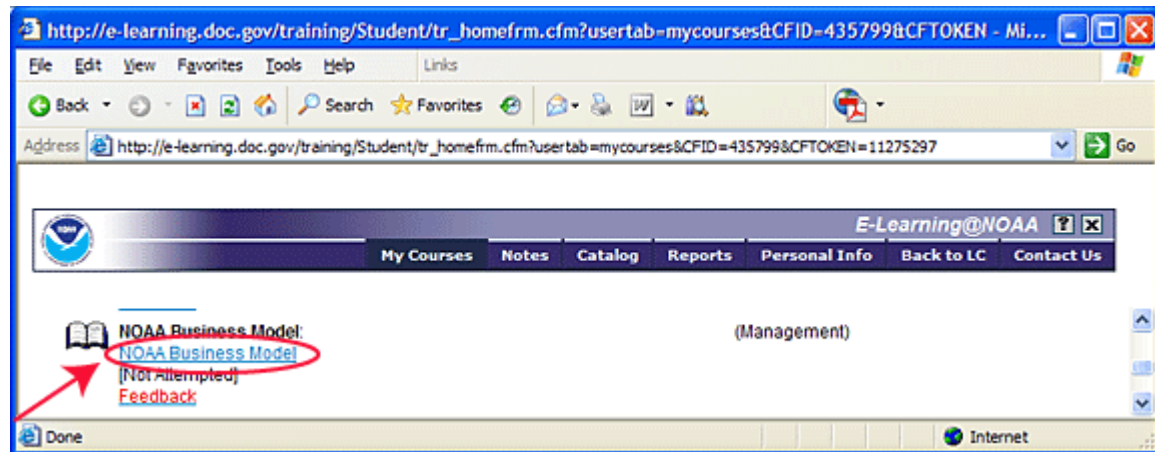
Click on "NOAA Business Model" to start the module.
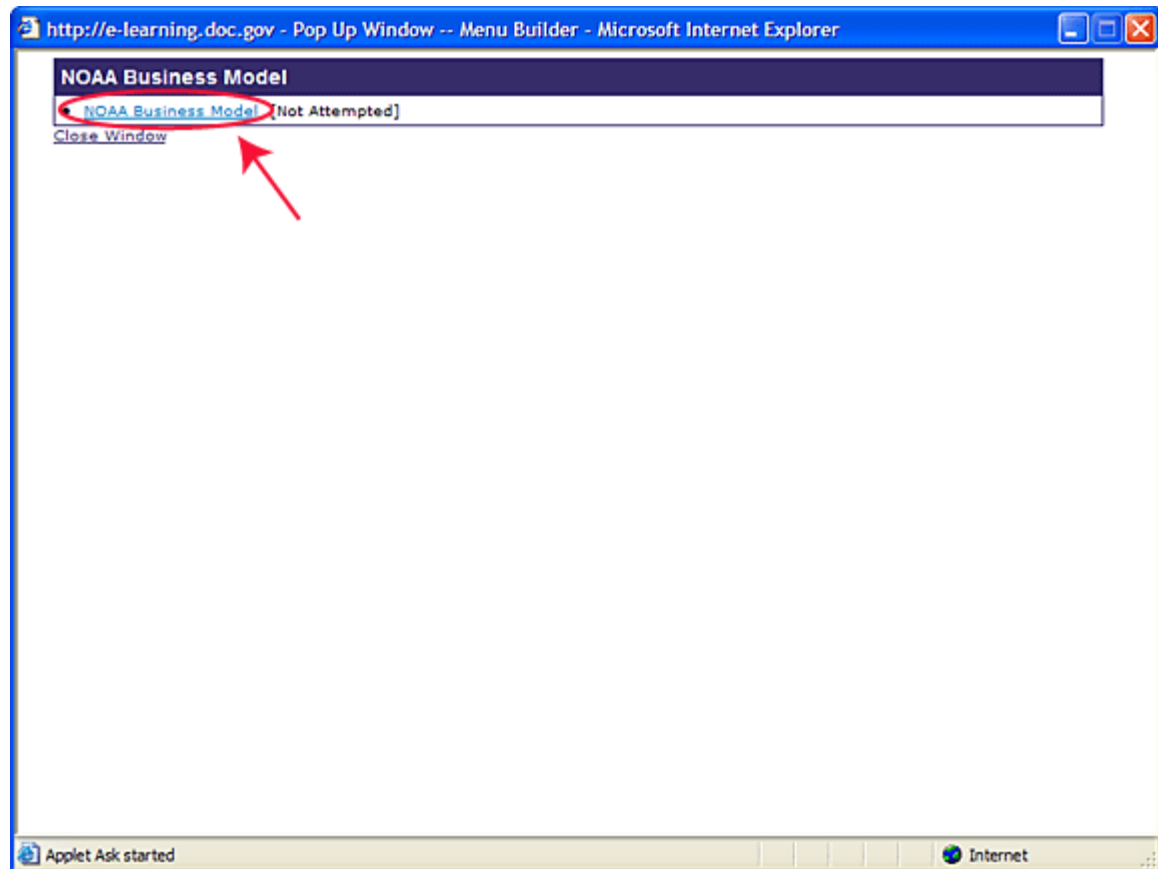
8. Continue through the module.

When you are finished, you have the option to submit feedback before logging out of the Learning Management System.

If you need to stop the course, you may resume it later, but the system may not remember where you left off.

Hint: You can resize the presentation.